

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b> Application Date November 26, 1980 Application Number DHR 80-39	<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b> Office of General Administration Records Management Unit - Room 621-H 47 Trinity Avenue, S.W. Atlanta, Georgia 30334	<b>ARCHIVES AND HISTORY</b> Application Number <div style="font-size: 1.5em; font-weight: bold;">79-122-A</div> Date Received DEC 1 1980 Date Completed DEC 12 1980
<b>2. Person to Contact</b> <div style="display: flex; justify-content: space-between;"> <span>William J. McDonald</span> <span>Chief, Records Management Unit</span> <span>656-4976</span> </div>		
<b>3. Action Requested</b> Department-wide Schedule -- to combine the two schedules and to provide one schedule for personnel training to be used by all DHR Divisions State-wide a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79-122 & delete 238 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void		
<b>4. Dates of Series</b> Earliest 7/79 Latest to present	<b>5. Records Series Title (followed by title used in office, if different)</b> Personnel/Staff Teaching/Training Files	
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created?  <p>The Department of Human Resources, through the leadership of the Commissioner, is responsible for planning, organizing, directing, coordinating, and controlling the delivery of services to residents of Georgia. Included are: diagnosis and treatment of mental disorders; control of physical health programs; administration of public assistance programs; Federal Food Programs; administration of the delivery systems of services to indigents, children, and adolescents; administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as productive members of society; administration of programs for the elderly; evaluation of programs of the Department, and suggesting improvements in these programs; and supportive services.</p> <p>The Records Management Unit coordinates the records management program for the Department; writes schedules for all Department records to show length of retention, when to transfer to the State Records Center or State Archives, and when to destroy records; serves as liaison for DHR and the State Records Management Office; designs forms; and coordinates DHR printing requests.</p>		
<b>7. Records Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: In-service training received by DHR employees; and to developing training materials and/or curriculum standards for contracted agencies funded by Federal and/or State resources, and providing in-service training to personnel for those agencies, State-wide. Included are: DHR Personnel Training - form 5607 (Application for Merit System Training) shows applicant's name, Social Security No., sex, race, age; full unit name, Division/Office/Institution, mailing address, county, and phone; complete Merit System Job Title; training requested; training location; whether or not course applied for before; Merit System Management Courses previously completed, employees signature, and date; supervisory statement as to need for training, signature and date; and Training Coordinator's signature of acceptance, and date. form letters Notification to applicant of acceptance; to Division/Office/Institution listing names of applicants approved to attend course of training; to Division/Office regarding late cancellations or "no shows" of its employees; 2 letters of admonishment to applicant - one for not attending course or notifying Personnel Services in advance of cancellation and one that class was cancelled because the minimum required number of participants did not report for training. Contracted Agency Personnel (programs for services to children, families, and older Americans through Titles IV-A, IV-B, XIX, and XX) form 5068 (Financial Annex-Provider Contract Departmental Information) which shows contract number, effective date, and expiration date; contractor name and address, type of service to be provided; financial information and official certification; agreement as to employees for the service, access to records, Department's rights, confidentiality of information of individuals, publicity, financial information and termination clause, equipment purchases and disposition, contractor compliance with State and Federal laws, rules, regulations, and standards, narrative description of project; purpose of project; job descriptions, qualifications of personnel employed for project; and detailed budgetary information; fiscal/expendi- The file is arranged : DHR Personnel - by date; thereunder, alphabetically by name of course of training. Contracted Agencies - alphabetically by program; thereunder, alphabetically by name of contracted agency.		
<b>8. Monthly Reference Rate</b> daily How often are records referred to which are: One to six months old _____ ; Seven to twelve months old daily _____ ; Thirteen to twenty-four months old frequently _____ ; twenty-five months and older occasionally ?		
<b>9. Annual Rate of Accumulation of Records</b> Approximately 3 - 5 Per program Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____		

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it? <u>by respective program</u>
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>6</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

State Law 6 years - Georgia 3-705

OMB Circular A-102 - 3 years

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

DHR Personnel

Training Coordinator

☒ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,  
or

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

# Contracted Agency Coordinators (record copy)

hold in current files area 1 year; transfer to State Records Center; hold 5 years; then destroy.

# District Offices/ Contracted Agencies (reference copies)

hold 3 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>W.J. McDonald</u>	<u>11-26-80</u>	<u>Elizabeth W. Crank</u>	<u>11/26/80</u>
<u>79-122A</u>		Elizabeth W. Crank, CRM State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<u>[Signature]</u>	<u>12-9-80</u>
	Secretary of State/Designee	<u>Carroll Hart</u>	<u>12-8-1980</u>
	Attorney General/Designee	<u>[Signature]</u>	<u>12-8-80</u>

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b>		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b>		<b>ARCHIVES AND HISTORY</b>	
Application Date May 25, 1979		Office of District Programs Child Development Section 618 Ponce de Leon Avenue, N. E. Atlanta, Georgia 30306		Application Number <b>79-122</b>	
Application Number DHR 79-20				Date Received JUN 5 1979	Date Completed JUL 5 1979
2. Person to Contact		Ms. Dorothy Sampson or Ms. Mary Frances Radcliffe... Administrative Officer		Working Title Telephone Number 894-5681	
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)			
Earliest 4/76		Latest to date			
		Title XX Staff and Local Contract Agency Training Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
The Office of District Programs supervises the Special Councils on Aging, Maternal and Infant Health, Family Planning, Developmental Disabilities, Appalachian Health, State Office of Economic Opportunity, Volunteer Services, and Child Development Services. Other duties and responsibilities of this Office include intergovernmental relations, particularly with county and local officials and their respective State associations.					
The Child Development Section is responsible for the purchase of services for low-income families and individuals. These services are provided to current, former, and potential recipients of public welfare; for developing policy procedures, recommending policy changes, and making determination that services purchased comply with Federal regulations.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: developing training materials and/or curriculum modules for child development contracted agencies, and providing in-service training State-wide.					
Included are: CONTRACT/PROPOSAL consisting of form 5068 (5-77) (Financial Annex - Provider Contract Departmental Information) which shows contract number, effective date, and expiration date; contractor name and address, type of service to be provided; financial information and official certification; agreement as to employees for the service, access to records, Department's rights, confidentiality of information of individuals, publicity, financial information and termination clause, equipment purchases and disposition, contractor compliance with State and Federal laws, rules, regulations and standards, narrative description of project; purpose of project; job descriptions, qualifications of personnel employed for project; and detailed budgetary information; fiscal/expenditure reports monitoring reports, monthly reports, final report, material developed; and related correspondence.					
The file is arranged : alphabetically by program; thereunder, alphabetically by contracted agency.					
8. Monthly Reference Rate How often are records referred to which are:					
One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>frequently</u>					
Twenty-five months and older <u>occasionally</u>					
9. Annual Rate of Accumulation or Records					
Letter-size drawers <u>4 1/2</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                        |                                   |                 |
|--------------------------|------------------------|-----------------------------------|-----------------|
| a. State Law             | <u>6</u> years.        | d. Audit period                   | <u>6</u> years. |
| b. Statute of limitation | <u>        </u> years. | e. Administrative need            | <u>6</u> years. |
| c. Federal law           | <u>        </u> years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

OMB Circular A-102 3 years  
State Law 6 years Ca. Code 3-705

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other          then,

- ☒ Hold in the current files area          month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold          year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Jane O. Hartwood</i>	5/25/79	<i>Elizabeth W. Crank</i>	5/21/79
		Elizabeth W. Crank, C.R.M. State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	7-3-79
	Secretary of State/Designee	<i>Carroll Hart</i>	6-21-79
	Attorney General/Designee	<i>[Signature]</i>	7-3-79

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3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		
4. Dates of Series Earliest 4/76 Latest to date	5. Records Series Title (followed by title used in office, if different) Title XX Staff and Local Contract Agency Training Files	
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8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>frequently</u> twenty-five months and older <u>occasionally</u>		
9. Annual Rate of Accumulation or Records Letter-size drawers <u>4 1/2</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____		

COPY OF  
ORIGINAL  
APPLICATION

of the series?

where is it?

b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.

c. Is this a vital record?

d. Does this series have historical or long term research value?

e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?

f. Is the information contained in this series ever published? If yes, attach copy.

g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.

h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?

i. Is this series (or a major portion of it) regularly microfilmed?

j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law 6 years.  
b. Statute of limitation          years.  
c. Federal law          years.

d. Audit period          years.  
e. Administrative need 6 years.  
f. Federal retention instructions 3 years.

Attach copy or excerpt of law or regulations. Explain administrative need.

OMB Circular A-102 3 years  
State Law 6 years Ca. Code 3-705

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other          then,

- ☒ Hold in the current files area          month(s) 1 year(s); then  
☐ Transfer to local holding area; hold          year(s); then  
☒ Transfer to State Records Center; hold 5 year(s); then  
☒ Destroy  
☐ Transfer to State Archives for permanent retention.  
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Jane O. Portwood</i>	5/25/79	<i>Elizabeth W. Crank</i>	5/21/79
		Elizabeth W. Crank, C.R.M. State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee <i>[Signature]</i>	<i>[Signature]</i>	7-3-79
	Secretary of State/Designee <i>[Signature]</i>	<i>Carroll Haw</i>	6-7-79
	Attorney General/Designee <i>[Signature]</i>	<i>[Signature]</i>	7-3-79

STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE: SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE 1

Application Date <b>8-24-72</b>	See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Division.	Date Received <b>AUG 28 1972</b>	Application No. <b>238</b>	Date Completed <b>AUG 29 1972</b>
Applicant's Name <b>DAIR F.20</b>		Person to Contact <b>Douglas M. Harris</b>		
Applicant's Address <b>Dept of Human Resources 47 Trinity Ave. Atlanta, GA 30303</b>		Working Title <b>R. MO.</b>	Tel. No. <b>678 4576</b>	

## ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED

Earliest & latest  
Dates of Series

**1967 - Present**

9. Exact Series Title

**Personnel Training File**

What is the function of the office in which this record series is created?

*Disseminated  
Agency - 6/12/75*

**COPY OF ORIGINAL APPLICATION**

This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Correspondence regarding Application for Training  
Trainee Evaluation Report - EH 4.6.6  
Review of Personnel Action ADM 3.14  
Training card ADM 4.14  
Monthly Trainee Status Sheet  
PEL Employment Examination

ple  
William J

*This material is usually filed in the individual personnel file folder*

ATTACH SAMPLES OF THE FILE

Equipment Acquired	No. of Drawers	No. Pl. of Records	Annual Rate of Accumulation	No. of Drawers	No. Pl. of Records
Letter-size File Drawers				0	1
Legal-size File Drawers			Floor Space Occupied (Square Feet)	2	2
Letter-size File	0	4	Average Daily References	5	3
				0	0

QUESTIONNAIRE

3. Is this the master copy of the series? YES ☒ NO ☐

4. Is there a duplicate of this series in another office or agency? ☐ ☒

5. Is the information contained in this series ever summarized or published? ☐ ☒  
 Attached is summary or publication.

6. Does the series contain classified information requiring security handling? ☐ ☒

7. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☒

8. Could the function be performed if the files were lost or destroyed? ☒ ☐

9. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒

10. Does the record series provide data as input to an EDP file? ☐ ☒

11. Does the record series contain documentation produced as EDP printout? ☐ ☒

12. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☒

13. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

REQUIREMENTS. The following requires the files to be kept 3 years:

☐ STATE LAW    ☐ STATUTE OF LIMITATION    ☐ AUDIT PERIOD    ☐ FEDERAL LAW    ☒ ADMINISTRATIVE DECISION    ☐ HISTORICAL VALUE  
 (Cite Law, Statute, or other reason for the retention requirement)

AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER 7, then:

- ☐ Hold in the current files area        month(s)/        year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 2 year(s);
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify) 7

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	8-28-72		
Recommendations in paragraph 25 are:			
Agency Head/Designee			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>	8-28-72
State Auditor/Designee			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>	8-28-72
Secretary of State/Designee			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>	8-28-72
Attorney General/Designee			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>	8-28-72